UNIWEB - STUDENT GUIDE
DIPLOMA ATTAINMENT APPLICATION

In the following pages you will find the procedures to apply your diploma attainment in Uniweb.

The procedure has 2 steps:

1. thesis title and supervisor entry process;
2. diploma attainment application entry process.

Once your advisor has approved your thesis title, you can proceed to entering your diploma attainment application.

As you do not need to present any document related to this application (except the printed academic booklet that must be returned to the student office by the students belonging to the cohort 2013 backward¹) at the end of the procedure, in your reserved area ➔ “payments”, you will find an electronic deposit slip (called MAV) referred to the stamp duty associated to the diploma attainment application. This must be paid within the deadlines indicated in the specific notices available in the following link http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria/domanda-laurea?target=Studenti clicking on “scadenze e altre informazioni”.

While completing the procedure, you have the possibility to specify if there will be someone with motor disabilities during the degree ceremony in order to receive the possible assistance. You can request it by completing a short optional questionnaire.

In order to enter the diploma attainment application section you need to login to the website www.uniweb.unipd.it as shown in the following images:

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¹ Since the cohort 2014 students have no longer been given the printed booklet.
Enter your credential and select the domain “@studenti.unipd.it”, see the image below.
In your reserved page, click on “Diploma attainment” from the menu on the left in order to enter the “Diploma attainment board”.

From this board you can access to the thesis title entry process clicking on “Proceed to entering thesis title”.

THESIS TITLE ENTRY PROCESS

Degree thesis

Through the following pages you can enter the title of your thesis. Please read carefully the instructions available in the following link: http://www.unipd.it/domiands-di-laurea-Dipartimenti-Studenti within the section “Manuali per gli studenti” and “Scadenze e altre informazioni”.

Once you have entered the thesis title, you have to wait your supervisor to approve it before completing your diploma attainment application.
Once you click on “Degree thesis” you will have the following page.

**CLICK HERE TO PROCEED TO ENTER THE THESIS TITLE**

![Image of thesis title entry form]

**YOU MUST ENTER THE DEFINITIVE TITLE (ALSO IN ENGLISH)**

The definitive thesis title is compulsory (also in English). You cannot carry on the procedure without them.

Once you enter your thesis title you will have access to the choice of the supervisor related to the thesis, as detailed in the following image.

![Image of supervisor selection]

Once you have entered the supervisor you can proceed.
Once you have completed the thesis and supervisor entry procedure you will have access to the “Confirm thesis” page.

Once completed the thesis entry process, you will see a page with the information you have just entered and you will be allowed to modify them.
The thesis title entry process is completed but you cannot enter your diploma attainment application until your supervisor approves the title and the button related to the application entry procedure will be available.
When the supervisor approves the thesis title, you will receive a communication on your institutional e-mail (name.familyname@studenti.it). From then onwards, the diploma attainment application procedure will be available in your reserved board, as detailed in the following page.

Before completing the diploma attainment application, it is necessary to access to almalaurea (clicking on “Almalaurea registration”) and complete the compulsory questionnaire.

If you do not complete the questionnaire you cannot complete the diploma attainment application procedure.
Diploma attainment board

Please select a procedure.

Before completing your diploma attainment application please check and, if necessary, update your addresses and contents indicated in HOME MASTER DATA, page "Personal record".

Student

<table>
<thead>
<tr>
<th>First name</th>
<th>STUDENT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Family name</th>
<th>Philosophy</th>
</tr>
</thead>
</table>

You have not submitted any diploma attainment application.

<table>
<thead>
<tr>
<th>Topic summary</th>
<th>Research or Thesis Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis details</td>
<td>Nature of thesis</td>
</tr>
<tr>
<td>Thesis title</td>
<td>Title of thesis</td>
</tr>
</tbody>
</table>

List of supervisors associated with the thesis

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Type of supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's name</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>
DIPLOMA ATTAINMENT APPLICATION ENTRY PROCESS

The process begins with the things-to-do check-list.

In the subsequent page you will select the available diploma attainment term (please check the deadlines in this link [http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria/domanda-laurea?target=Studenti](http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria/domanda-laurea?target=Studenti)).
Once you select the degree term, you will be asked to authorize the reference of your thesis in the libraries. If you do not want to authorize it, just remove the specific default flag indicated in the red frame of the image below.

Now you come to the page where you can:

- Indicate if there will be someone with motor disabilities during the degree ceremony (optional)
- Complete the registration for Associazione Alumni dell’Università degli Studi di Padova

In the following page you will definitively confirm your diploma attainment application. It is only at this point that your application is definitively completed.

WARNING: once you confirm your application, an electronic deposit slip (called MAV) referred to the stamp duty associated to the application will be produced. This must be paid within the deadlines indicated in the specific notices available in the following link http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segretaria/domanda-laurea?target=Studenti clicking on “scadenze e altre informazioni”.

The printing of the MAV referred to the stamp duty is available in “Registrar’s Office” → “payments” from the menu on the left, within your reserved page.
Your diploma attainment application is completed.

The printed academic booklet (for students belonging to the cohort 2013 backward) must be returned within the deadlines indicated in the following link: [http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria/domanda-laurea?target=Studenti](http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria/domanda-laurea?target=Studenti).

CLICKING ON “COMPLETE DIPLOMA ATTAINMENT APPLICATION” THE MAV REFERRED TO THE STAMP DUTY WILL BE PRODUCED. ITS PRINTING IS AVAILABLE IN THE “PAYMENTS” SECTION.